



City of Austin - JOB DESCRIPTION



Airport Maintenance Supervisor

FLSA:	Standard/Exempt	EEO Category:	(50) Para-Prof
Class Code:	10380	Salary Grade:	XA1
Approved:		Last Revised:	July 20, 2004

Purpose:

Under general supervision, supervise and coordinate the activities of personnel engaged in construction, janitorial services, maintenance, and repair of airport facilities including HVAC systems, runway lighting, and other electrical systems.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Inspect airport facilities/grounds to ensure compliance with FAA requirements
2. Answer citizen questions & provide assistance
3. Conduct meetings with internal and external customers
4. Develop short/long-range plans and assist in developing division/section budget
5. Coordinate division/section activities with outside contractors
6. Monitor division/section expenditures and contracts & contractors to ensure compliance with contractual obligations
7. Develop & evaluate plans, criteria, etc. for variety of projects, programs activities, etc.
8. Record data on appropriate form/log, etc.
9. Assign job duties, monitor task completion, and review work for accuracy and completeness
10. Compile data/information for reports, cost estimates, etc., and write/draft routine correspondence, informational reports, etc.
11. Enforce safety rules.

Responsibilities - Supervisor and/or Leadership Exercised:

Required to perform all the necessary tasks as they relate to hiring, disciplinary actions, conducting employee evaluations, coordinating and delegating work, training and managing the flow of work for the operation.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of applicable airport procedure and policies

Knowledge of supervisory techniques

Knowledge of the preparation of equipment or material specifications

Knowledge of safety rules and regulations involved in construction, maintenance and/or janitorial activities

Knowledge of construction of various types of structures and the use of heavy equipment

Knowledge of small engines and the methods and equipment used in the repair and servicing

Knowledge of contract language and engineering drawing symbols

Skill in training and supervision of subordinates

Skill in planning and scheduling complex construction, janitorial services, maintenance and repair operations

Skill in communicating both orally and in writing

Skill in establishing and maintaining effective working relationships with City employees and the general public

Skill in implementing effective safety and training programs

Skill in janitorial maintenance of building and adjacent grounds area

Skill in checking and preparing cost and construction estimates

Skill in reading and interpreting blueprints and drawings

Skill in making arithmetic computations

Minimum Qualifications:

High School graduation or GED, plus seven (7) years experience in construction or janitorial services or building trades, one of which was in a lead or supervisory capacity

Licenses and Certifications Required:

If assigned to operate vehicles/equipment and/or perform licensed required services, must possess the appropriate license/certification to perform the job

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.